

# GoGreen CO<sub>2</sub> Audit: Questionnaire for creating a carbon footprint for your trade fair appearance

The following questionnaire is used to collect data for calculating the emissions generated by your trade fair appearance.

The questionnaire is divided into the following 10 categories:

- ▬ Company-related data
- ▬ Energy consumption
- ▬ Stand equipment
- ▬ Stand construction materials
- ▬ Transport of stand construction materials and exhibits
- ▬ Construction and dismantling staff
- ▬ Stand staff
- ▬ Stand catering
- ▬ Marketing materials
- ▬ Waste disposal

You are welcome to provide further relevant information on your contribution to climate protection at your trade fair appearance in the free text fields per section.

## 1. Company-related data

- Company name and address
- Contact person and contact information
- Stand number

## 2. Energy consumption

The energy consumption for electricity and heating will be calculated based on the size of the stand in m<sup>2</sup>. Please provide information about the size of the stand.

## 3. Stand equipment

Values are requested in number of items.

- Large electrical appliances (refrigerators, refrigerated counters, etc.)
- Monitors (extension of computers, laptops etc.)
- Screens (large displays for advertising, video transmission, lectures, etc.)
- Own lighting (spotlights, lights, etc.)
- Small electrical appliances (coffee machines, microphones, speakers, etc.)

## 4. Stand construction materials

Values are requested in kilogram (except carpet), and you can add information about the frequency of use.

- Wood
- Metal
- Plastics (PVC, PE etc.)
- Glass
- Paper / cardboard
- Carpet in m<sup>2</sup>

## 5. Transport of stand construction materials and exhibits

Please indicate the distances in kilometers, for vans or trucks also the load in tons.

- Car
- Caddie, <3.5 t
- Truck, 3.5–7 t
- Truck, 7–16 t
- Truck, 16–32 t
- Truck, >32 t

## 6. Construction and dismantling staff

- Number of people involved in construction and dismantling

Indication of all kilometers travelled in the course of the trade fair appearance, including from the accommodation to the exhibition site:

- Distance travelled by car
- Distance travelled by public transport
- Distance travelled by plane: Short-haul flight, medium-haul flight, long-haul flight. Please state each flight
- Overnight stays at hotels including food (private overnight stays excluded)

## 7. Fair staff

- Number of stand employees

Indication of all kilometers travelled in the course of the trade fair appearance, including from the accommodation to the exhibition site:

- Distance travelled by car
- Distance travelled by public transport
- Distance travelled by plane: Short-haul flight, medium-haul flight, long-haul flight. Please state each flight
- Overnight stays at hotels including food (private overnight stays excluded)

## 8. Stand Catering

Values are requested in number of items.

- Meals: assumption 1/3 vegetarian, 2/3 non-vegetarian
- Beverages in liter
- Snacks

## 9. Marketing materials

- Printed matter, fresh paper in kg
- Printed matter, recycling paper in kg
- Give-aways in kg

## 10. Waste disposal

- Residual waste in kg
- Recycling waste in kg